

CHULA VISTA PUBLIC LIBRARY

Policy and Procedure

Title: Meeting Rooms
Policy Number: LIB-003
Approved by: City Attorney, Library Director, Library Board
Date: September, 2010

PURPOSE:

This policy provides guidelines on the use of Library meeting room facilities.

POLICY:

The Library's meeting room facilities at the Civic Center and South Chula Vista branch libraries are open to groups and organizations engaged in educational, cultural, intellectual or charitable activities.

Meeting room spaces may be reserved for up to three meetings per quarter per space; no more than twelve (12) times in a calendar year. Room reservations will not be accepted more than ninety (90) days in advance of use.

Admission to the meeting room must be free and open to the entire community as space permits.

No charges or registration fees may be collected. The sale of merchandise or services of any type is also prohibited. However, contact information may be collected from attendees.

DISCUSSION:

1. The Library's Meeting Room facilities are available only during branch hours of operation

Civic Center:

Conference Room seating capacity is 26 persons

Auditorium seating capacity is 152 persons

South Chula Vista:

Conference Room A seating capacity is 25 persons

Multi-purpose Room B seating capacity is 50 persons

2. The individual or person representing an organization responsible for the reservation must ensure a signed copy of all necessary paperwork is on file with the Library.
3. When checking in for the event, the group representative will exchange his or her I.D. for a "Meeting Room Checklist". At the end of the event the group representative will turn in the completed checklist for the staff to review and sign off before returning the I.D.
4. City/Library use of the space will have priority over existing reservations. In the event of a reservation needing to be changed, Library staff will attempt to provide notice to the group representative at least 72 hours prior to the event, if possible.
5. No custodial staff assistance is available during the scheduled meeting. The organization using the room is responsible for pre-planning and reserving room set-up time and prompt clean up and the removal of its property at the close of the meeting.
6. Children under 18 years of age must have adequate supervision by a person of at least 18 years old.
7. Decorations or displays must be limited to those items which are self-supporting, and on a floor or table, which conform to the fire regulations. (Nothing may be attached to the walls or ceilings of these rooms.)
8. Minimal kitchen facilities are available. No food, beverage or other items are to be left or stored in the Library meeting spaces. Alcoholic beverages may not be served at meetings scheduled through this application process.
9. Smoking is prohibited in the Library and its facilities.
10. Illegal use of the Library's facilities is not permitted.
11. The Branch Manager or authorized City of Chula Vista personnel shall have the right to enter the premises at all times.
12. Neither the name, the address, nor phone numbers of the Chula Vista Public Library or its staff may be used as a mailing address or contact for persons or organizations reserving these rooms.
13. Permission to use a meeting room is not transferable from one person or organization to another. Any change in the representative or in the subject of the program as indicated on the application must be reported immediately to the Library staff. Any such change is subject to review by the Library staff

if a new application has been submitted, and may impact an existing reservation.

14. The Library does not advocate or endorse the viewpoints of meeting room users. All advertisements for events using the Library meeting facilities must contain the disclaimer "**The City of Chula Vista Public Library does not advocate nor endorse the views or positions expressed by the users of its facilities.**"
15. Provisions of Policy LIB-003 may be waived or amended under special conditions only by approval of the Library Director or their designated agent.
16. The applicant agrees to hold the City of Chula Vista, the Library Board of Trustees, including each and all of their respective officers, agents, employees, at all times free and harmless from any and all claims, demands, or judgments that may arise out of, and in connection with, or be the result of any injury sustained or suffered by any person while attending the above meeting; or while on the premises of said building and grounds.
17. Failure to comply with any of the guidelines may result in the denying of future requests for room use.
18. Organizations and Individuals are advised not to post announcements on websites or in literature purporting to assure a standing reservation at the Library, e.g., "we meet the first Monday of each month at the CVPL", as the possibility exists that a reservation will be changed or cannot be accommodated.
19. In the event of a conflict, the organization using the space more frequently will be required to change its reservation.
20. The rooms must be vacated fifteen (15) minutes before closing of the Branch.

APPLICATION PROCESS:

1. Application for use of meeting rooms must be filed, in writing, at the Civic Center Branch of the Library. The Branch Manager is authorized to grant or deny permission for the use of the Library meeting program. Every reservation requires an application to be submitted.

2. The applicant will receive notice of approval or denial of this application by mail, email or fax within 72 hours of submittal of the application. This confirmation must be presented to the Library staff on the day of the event as proof of confirmed reservation.
3. If there are special set-up requirements they must be included with the submission of the application; no last minute requests can be accommodated.
4. Applications should be filed at least seven days, but not more than 90 days in advance of the meeting.
5. Priority will be given to organizations and groups headquartered in Chula Vista or whose membership is composed of Chula Vista residents.
6. A representative of the organization (at least 18 years of age) must agree to sign this application and accept responsibility for the condition of the room, for Library property and for the conduct of the group.
7. The Branch Library must be notified of a cancellation within 72 hours of the scheduled date. **(Note:** is there any consequence of not giving this notice?) In the event the Library must cancel a scheduled meeting every effort will be made to notify the applicant at least 72 hours in advance.